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9 April 1970

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : DDI/RMO

SUBJECT : Records Management Assistance to the
Deputy Director for Intelligence

REFERENCE : Memorandum to the CIA Records Administration
Officer from the DDI/RMO, dated 16 October
1969, same subject as above.

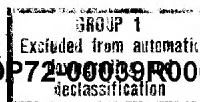
1. This is a report of the DDI records management assistance provided to date under the referred memorandum.

2. Inventories of records holdings are underway in FBIS, DCS, OBG, OER, and CRS. The data from DCS, and OER inventories are being converted for automation.

3. The CRS Records Control Schedule revision is nearing completion, and with preliminary approval by CRS will be given analysis required for final preparation.

4. A proposed directive formalizing a DDI-wide records management program has been drafted and is awaiting review and approval.

5. The records of the Special Intelligence Staff (SPINT), DDS&T are in the process of being reviewed for retirement to the Archives and Records Center as the result of the disestablishment of this Staff as of 27 January 1970. There have been fifty boxes of material already retired to the Archives and Records Center, with more to follow as the review process continues. In this regard, the integrity of the SPINT records as covered by Records Control Schedule 95-65, and the automated inventory as of 5 June 1969 is being preserved. All SPINT records retained for review are those which document policy or requirements pertinent to the continued special intelligence responsibility transferred to the SIGINT Staff of DDI/IRS. These records are being identified for retirement



to the Archives and Records Center by means of a distinctive pressure sensitive label. The IRS/SIGINT Staff is also co-operating with diligence toward maintaining these records intact.

6. In addition to the above, assistance has also been provided individual DDI/RMO's in general records management problems; revised DDS&T records control schedules have been reviewed; and other records management activities conducted on an ad hoc basis.

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